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ABSTRACT

This manual from the PC Working Group of Rutgers University Libraries is designed to help computer users to use electronic mail through computer networks effectively. There are two sections: MAIL commands, and VAX commands. The MAIL commands section includes step by step instructions for addressing, sending files, reading files, replying, forwarding, and deleting messages. The VAX commands section provides instructions for editing files, sending and receiving files, interactive messages, uploading and downloading files, using Kermit and other communications software, downloading mail messages, setting passwords, and online documentation. Other helpful hints include commands and explanations for carbon copy, personal name, directory for mail, folders, data compression, signature file, and purging files. Appendices include mail, VAX, and MicroEmacs command summaries, as well as suggestions for creating a plan file. (DB)

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USING BITNET

ON THE VAX

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1201526

The PC Working Group
Rutgers University Libraries
Camden . New Brunswick . Newark
1991

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INTRODUCTION

There are two main sections to this manual:

1) MAIL Commands, which are typed from the **MAIL>** prompt
2) VAX Commands, which are typed from the **$** prompt.

Throughout this document references to user input appear in Bold face. Commands do not need to be capitalized.

This manual assumes that you have followed the instructions in Appendix A. This procedure is also described in the "New Accounts" and "Update" memos, as of 11/1/90. These files set necessary parameters for using a full screen editor, MicroEmacs, when sending mail. This does not mean MicroEmacs has to be used; it is an option. See Appendix B.

The communication parameters are:
8 Data bits, No parity, 1 Stop bit
VT100 or VT102.

The phone number to call is:
New Brunswick - x4333 or x2946
Newark - x5790 or x5664
Camden - x6003 or x6295

There may not be a busy signal when the lines are busy.

When you see a CONNECT message, press <Enter> until you get a **????>** prompt. The prompt name (????> i.e. basie>), may change, but it will be followed by a >. This prompt means you are connected to the Rutgers Network. The **$** prompt means you are logged on to the VAX and the **MAIL>** prompt lets you know that Bitnet is running.

To LOG ON at this point, type:

1. ????> **PISCES** <Enter>.
2. Username: **Enter your User Name** <Enter>.
3. Password: **Enter your Password** <Enter>.
4. $ **MAIL/EDIT** or **MAIL/E** or **ME** <Enter> (See Appendix B).

To LOG OFF, type:

1. MAIL> **EXIT** or **E** <Enter>.

2. **$ LOGOFF** or **LO** <Enter>.

3. ????> **QUIT** or **Q** <Enter>.

This will Log you off and hang up the connection to the VAX. Follow the instructions for your communications software to finish exiting. For Kermit from Systems press:

F1 (this will give you the Kermit-MS> prompt)

Kermit-MS> **E**

There is more than one way to accomplish any task explained in this manual. To keep things simple not all methods will be demonstrated. Also, most commands can be abbreviated somewhat. Some require only the first letter while others need two or three. Test abbreviations before using them since they could mean more than one command. For example, when inside mail, R stands for REPLY not READ.

This manual is meant as an assist to HELP. Please read and become familiar with HELP.

MAIL> COMMANDS

1.1 HELP

HELP is available on-line at all times. To see a listing of possible topics type:

MAIL> **HELP** <Enter>

Most topics have examples. It is very important that you at least read through HELP so that you become familiar with its structure. To exit HELP just hit <Enter> until your cursor is at the MAIL> prompt. To cancel almost any command, try pressing:

Ctrl-C

You may have to press several times.

1.2 ADDRESSING

The sender must know the receiver's user name and computer node name. For you to receive mail senders must know your user name and RUTGERS VAX CLUSTER node name, which is ZODIAC. The proper syntax is:

To: **BITNET%"USER@NODE"**

For example, if someone from a node other than ZODIAC (there is more than one node at Rutgers) wanted to send me a memo he/she would type:

To: **BITNET%"MOYERS@ZODIAC"**

If the person were sending it from the ZODIAC node at Rutgers simply typing my user name,

To: **MOYERS**

would suffice. If someone were sending you mail from and Internet node your address would be:

To: **USERNAME@ZODIAC.RUTGERS.EDU**

1.3 SENDING

NOTE: The following commands are typed from the **MAIL>** prompt.

Type: **SEND**, fill in the address, and, if you wish give, a subject. An example of sending a memo from outside ZODIAC is:

```
MAIL> SEND  <Enter>
To:     BITNET%"MOYERS@ZODIAC"  <Enter>
Subj:   This is my first memo  <Enter>
```

To someone on ZODIAC:

```
MAIL> SEND  <Enter>
To:     MOYERS  <Enter>
Subj:   This is my first memo  <Enter>
```

At this point it will take a few seconds for MicroEmacs to start up. Once in the editor, type your message. The BACKSPACE and DEL key delete the character to the left. The editor is always in insert mode. The sentences will wrap around as expected. You can use the cursor keys to move the cursor around. When you are ready to exit, press:

ESC then **Z** (Not at the same time)

This will save and exit. Upon exiting, the memo will automatically be sent.

Any time you send a memo outside Rutgers and remain logged on, there will be some messages on your screen. This is an account of where that memo is traveling in order to make its destination. These messages will show up even if you are editing a memo. To clear the screen of intrusive messages, while editing, press:

ALT-L

Refer to Appendix G for a more complete summary of MicroEmacs commands.

1.3.1 FINISH LATER

To save a memo to finish later, press:

Ctrl-X Ctrl-W (hold down Ctrl and press X then W)

You will be asked for a file name. The file will automatically be given the extension **.TXT**. Spaces are not permitted. After

the name is entered press **<Enter>**, then press:

ESC then **Z** (Not at the same time)

The file is saved in your VAX directory and can be seen from the **$** prompt. The file is save in ASCII form. To finish editing and send this memo see section 1.3.3.

1.3.2 CANCELING

To CANCEL a memo, press:

Ctrl-X Ctrl-C (hold down Ctrl and press X then C)

You will then be asked: "Modified buffers exist. Leave anyway [y/n]?" answer: **y**

1.3.3 SENDING FILES

To edit and send a FILE (the file must be in ASCII), type:

MAIL> **SEND FILENAME.EXT** <Enter>

1.4 READING

The number of new mail messages will be displayed on the screen when logging on. Type:

MAIL> **DIR** <Enter>

to see a numbered list of senders and the subjects of their correspondence. To read the messages, type:

MAIL> **READ** or **READ N** or **N** <Enter>.

where **N** is the number of the message you want to read. Messages will be displayed a screen at a time. By hitting <Enter> at the end of each message, you can read the next consecutive message. If you are logged on and get a message that new mail has arrived, type:

MAIL> **DIR NEWMAIL** <Enter>

to see these messages. See section 1.7 about switching from oldMAIL to NEWMAIL.

1.5 REPLYING

REPLY applies to the current message on the screen and only works if you've just read part or all of it. After reading part/all of a message, type:

MAIL> **REPLY** <Enter>

and the address and subject will be filled in automatically. This will bring up your default editor.

If the Line Editor is the default and you would like to use MicroEmacs, type:

MAIL> **REPLY/EDIT** or **R/ED** <Enter>

1.6 FORWARDING

FORWARD, also works only after reading part or all of a message. To Forward a memo, type:

MAIL> **FORWARD** <Enter>
To: **ADDRESS** <Enter>
Subj: Subject <Enter>

To edit a message before forwarding type:

MAIL> **FORWARD/EDIT** or **FOR/E** <Enter>

1.7 DELETING

Type:

MAIL> **DIR** <Enter>

for numbered list of messages. To switch between NEWMAIL and oldMAIL (see section 3.4 for more information on folders), type:

MAIL> **DIR NEWMAIL** or **DIR MAIL** <Enter>

To delete messages at this point type:

MAIL> **DEL N** <Enter>

where **N** is the number of the message you want to delete. If you want to delete all of your messages type:

MAIL> **DEL/ALL** <Enter>

The easiest way is to delete your messages as you read them. You can delete a message you are currently reading or have just read by simply typing:

MAIL> **DEL** <Enter>

Deleted messages are put into a WASTEBASKET and are not actually deleted until you EXIT from mail. To learn how to retrieve a memo from the WASTEBASKET type:

MAIL> **HELP** <Enter>

This will give you a list of all the subjects available in help. Now type:

MAIL> **DELETE** <Enter>

VAX ($) COMMANDS

2.1 HELP

HELP is available on-line at all times. To see a listing of possible topics type:

$ HELP <Enter>

Most topics have examples. It is very important that you at least read through HELP so that you become familiar with its structure. To exit HELP just hit <Enter> until you see the $ prompt. To cancel almost any command, try pressing:

Ctrl-C

You may have to press several times.

2.2 EDITING FILES

NOTE: The following commands are typed from the **$** prompt.

The general format for editing files is:

$ UEMACS FILENAME.EXT <Enter>

Below are some examples of files you might want to create or edit.

2.2.1 DISTRIBUTION FILE

UEMACS (which stands for MicroEmacs) is a basic file editor on the VAX. It helps you perform a variety of editing tasks, such as setting up a distribution list file. This file contains the name and node address of all the people you frequently send the same memo to. To create this file type:

$ UEMACS LISTFILE.NAME <Enter>

LISTFILE.NAME can be any name you wish to use. The extension, NAME, is not required. The above command will start the MicroEmacs editor. This is the same one used in mail, so all the same rules apply. List each person's complete address on a separate line, for example:

SMITH

```
MOYERS
BITNET%"USER@NODE"
@OTHER_LISTFILE.NAME
```

Press **ESC** then **Z** to save and exit.

To send a memo to everyone in this distribution file, from MAIL> use the following form:

```
MAIL> SEND  <Enter>
To:     @LISTFILE.NAME  <Enter>
Subj:   This is a test  <Enter>
```

This will cause everyone in the LISTFILE to receive this memo. If the file name doesn't have an extension, you must still include the PERIOD after the file name, example: **@LISTFILE.**

2.2.2 DEFINE

If you frequently send mail to someone with a long address, you can DEFINE a logical name to substitute for the address. For this, use the DEFINE command. This will take less space on the VAX than creating a list file for one person. You could put this command in the LOGIN.COM file. This file gets executed every time you log on. To edit this file type:

```
$ UEMACS LOGIN.COM  <Enter>
```

An example of the DEFINE command is:

```
$ DEFINE MIKE "BITNET%""MOYERS@ZODIAC"""
```

You must have the two quotes in the middle and the three quotes at the end. There is an example DEFINE in the LOGIN.COM file. When putting commands in this file the **$** must be included before the command. Each DEFINITION must be on its own line. When finished adding DEFINEs press: **ESC** then **Z** to save and exit. For these changes to take effect you either have to logoff and re-logon or type:

```
$ @LOGIN
```

Now to send to BITNET%"MOYERS@ZODIAC" you may just type:

```
MAIL> SEND  <Enter>
To:     MIKE  <Enter>
Subj:   This is another test  <Enter>
```

2.3 SENDING FILES

To send a file from your VAX directory to another Bitnet user use the format:

$ **SEND/FILE FILENAME.EXT USER@NODE** <Enter>

Where FILENAME is the name of the file to send and EXT is it's extension. For example, to send me a distribution list file called TEST.DIS, type:

$ **SEND/FILE TEST.DIS MOYERS** <Enter>

or

$ **SEND/FILE TEST.DIS USER@NODE** <Enter>

To send non-ASCII files type:

$ **SEND/FILE/BINARY FILENAME.EXT USER@NODE** <Enter>

The file will be sent at this point.

To send files to nodes other than Bitnet see: $ HELP FTP. If the file is an ASCII file it can be transferred using MAIL, refer to section 1.3.3.

2.4 RECEIVING FILES

If a file has been sent to you, there will be a message on your screen. To see a listing of these files type:

$ **RECEIVE** <Enter>

To see a list of file names type:

RECEIVE> **DIR** <Enter>

To receive one file at a time type:

RECEIVE> **RECEIVE FILENAME.EXT** <Enter>

To receive all files type:

$ or RECEIVE> **RECEIVE *** <Enter>

You can type this command from the $ prompt to receive files without looking at them. To receive non-ASCII files type:

$ or RECEIVE> **RECEIVE/BINARY *** (or FILENAME) <Enter>

To exit the **RECEIVE>** prompt type:

RECEIVE> **EXIT** <Enter>

2.5 INTERACTIVE MESSAGES

Interactive messages are immediately sent and displayed on the screen of another user. To find out who else is logged on type:

$ **FINGER** <Enter>

If you see someone you wish to communicate with type:

$ **PHONE USERNAME** <Enter>

This will RING the other user. If the person wishes to answer, he/she must go to the **$** prompt and type:

$ **PHONE ANSWER** <Enter>

Both of you will have a split screen. The other user will see everything you type and you will see everything he/she types. When you have finished communicating, type:

%EXIT <Enter>

To get more information on FINGER or PHONE type:

$ **HELP FINGER** <Enter>
or
$ **HELP PHONE** <Enter>

2.6 UPLOADING AND DOWNLOADING FILES

Copying a file from your PC to the VAX is called UPLOADING. DOWNLOADING is when you copy from the VAX to your PC. To UPLOAD or DOWNLOAD first type:

$ **KERMIT** <Enter>

This will give you a **KERMIT-32>** prompt.

***NOTE:** If the file is not an ASCII file you must type:*

*KERMIT-32> **SET FILE TYPE BINARY** <Enter>*

This is OK for ASCII files but not required.

Refer to the correct section below to continue from here.

2.6.1 USING KERMIT

Now type:

KERMIT-32> **SERVER** <Enter>

Then press:

Ctrl] or **F1** (F1 works when using Kermit from Systems)

Ctrl] is Kermit's Escape Character. This lets you control the Kermit that is running on your PC by giving you the **KERMIT-MS>** prompt. Refer to the correct section below to continue from here.

2.6.2 USING KERMIT TO UPLOAD

First, see directions in section 2.6. When UPLOADING a file to send to another user you will need to know if he/she has the same word processor as you. If the person does not you may have to convert the file to ASCII so that the recipient will be able to read it. Most word processors have a utility for doing this. (Refer to your manual)

If you wish to upload a file that is in the directory you started Kermit from, then type:

KERMIT-MS> **SEND FILENAME.EXT** <Enter>

To upload a file from another subdirectory you must include the path. Example:

KERMIT-MS> **SEND A:\LOTUS\DATA\BUDGET89.WK1** <Enter>

When finished UPLOADING, you will be at the **KERMIT-MS>** prompt, type:

KERMIT-MS> **FINISH** <Enter>

even though you had a message that said you can type: **FINISH** or **BYE**. (**BYE** will exit you from Kermit without properly closing the session) Then type:

KERMIT-MS> **CONNECT** or **C** <Enter> <Enter>

This will put you back to **KERMIT-32>**. Now type:

KERMIT-32> **EXIT** <Enter>

This will return you to the **$** prompt. To send this file see section 1.3.3 or 2.3.

2.6.3 USING KERMIT TO DOWNLOAD

First, see directions in section 2.6. To DOWNLOAD a file into the current subdirectory type:

KERMIT-MS> **GET FILENAME.EXT** <Enter>

You can not download something into another subdirectory. You must first download the file and then copy it into the subdirectory of your choice.

When finished DOWNLOADING, you will be at the **KERMIT-MS>** prompt, type:

KERMIT-MS> **FINISH** <Enter>

even though you had a message that said you can type: **FINISH** or **BYE**. (**BYE** will exit you from Kermit without properly closing the session) Then type:

KERMIT-MS> **CONNECT** or **C** <Enter> <Enter>

This will put you back to **KERMIT-32>**. Now type:

KERMIT-32> **EXIT** <Enter>

This will return you to the **$** prompt.

2.6.4 USING OTHER SOFTWARE

Most software packages will up/down load files using Kermit Protocol. If your communications program doesn't support Kermit write STAFF for help. Indicate the program you are using, maybe they can help you.

2.6.5 USING OTHER SOFTWARE TO UPLOAD

First, see directions in section 2.6. When UPLOADING a file to send to another user you will need to know if he/she has the same word processor as you. If the person does not you may have to convert the file to ASCII so that the recipient will be able to read it. Most word processors have a utility for doing this. (Refer to your manual)

If you wish to upload a file that is in the directory you started your program from, type:

KERMIT-32> **GET FILENAME.EXT** <Enter>

Now follow the instructions in your software manual to initiate the Kermit protocol.

- For example, in ProComm press:

PAGE UP

This will give a menu of different protocols. Select Kermit.

- For Bitcom press:

F2

Select:

Kermit server command

Select the proper function from the menu.

- When finished using any program type:

KERMIT-32> **EXIT** <Enter>

This will return you to the **$** prompt. To send this file see section 1.3.3 or 2.3

2.6.6 USING OTHER SOFTWARE TO DOWNLOAD

First, see directions in section 2.6. To DOWNLOAD a file into the current subdirectory type:

KERMIT-32> **SEND FILENAME.EXT** <Enter>

Now follow the instructions in your software manual to initiate the Kermit protocol.

- For example, in ProComm press:

PAGE DOWN

This will give a menu of different protocols. Select Kermit.

- For Bitcom press:

F2

Select:

Kermit server command

Select the proper function from the menu.

- When finished using any program type:

KERMIT-32> **EXIT** <Enter>

This will return you to the **$** prompt.

2.7 DOWNLOADING MAIL MESSAGES

You must first Extract a mail message before you can download it. To do this, after reading part or all of a message, type:

MAIL> **EXTRACT FILENAME** <Enter>

where the Filename is any filename you want to give it. The file

will automatically be given an extension of **.TXT**. This will put the file in your VAX directory, in ASCII format. You will have to exit mail to download this file. See section 2.6 for directions on downloading.

2.8 SETTING PASSWORD

The password expires every 6 months, meaning, if you wait until this time out the System will automatically go into the process of changing the password. To change the password before this time type:

```
$ SET PASSWORD <Enter>
Old Password:
New Password:
Verification:
```

First the System will ask for your old password, then the new password. It will ask you to type the new password a second time just to verify that you haven't misspelled it. The passwords will not display on the screen as you type.

2.9 ON-LINE DOCUMENTATION

To see a list of all Documentation available on the system type:

```
$ DIR DOC  <Enter>
```

DOC is a directory where DOCumentation is kept. To view a Document type:

```
$ TYPE/PAGE DOC:FILENAME.EXT  <Enter>
```

A couple of files you might want to look at are BITNETNODES.BYNAME & BITNETNODES.BYSITE. These files list most of the nodes on the system. Another file is LISTSERV.DOC. This file contains information about special interest groups that you might want to join or send memos to.

2.9.1 PRINTING

Any of these documents can be printed out at one of the remote printers. To see a list of available printers and instructions

on how to print type:

$ **HELP RPRINT** <Enter>

For example, to print a document at the MicroLab next to Alexander Library, type:

$ **RPRINT/PRINT=RMT24/BIN=1 DOC:FILENAME.EXT** <Enter>

The RMT24 identifies the MicroLab printer.

2.9.2 DOWNLOADING

To download a file from the DOCumentation directory, first refer to the correct section 2.6, then remember to included the PATH:FILENAME.EXT. For example:

KERMIT-MS> **GET DOC:BITNETNODES.BYNAME** <Enter>

The download process will rename the file to fit DOS conventions. Now you can import the document into your word processor to get a hard copy.

HELPFUL HINTS

3.1 CARBON COPY

To turn the Carbon Copy prompt on for every message type:

```
MAIL> SET CC_PROMPT  <Enter>
```

This will result in the following:

```
MAIL> SEND  <Enter>
To:      MOYERS  <Enter>
CC:      OTHER USERS  <Enter>
Subj:    This is another test  <Enter>
```

To turn it on for a single message type:

```
MAIL> SEND/C  <Enter>
To:      MOYERS  <Enter>
CC:      OTHER USERS  <Enter>
Subj:    This is another test  <Enter>
```

To copy yourself on every message sent or replied to type:

```
MAIL> SET COPY_SELF SEND, REPLY  <Enter>
```

See HELP, section 1.1, for more detailed information.

3.2 PERSONAL NAME

Use the PERSONAL NAME command to display more information about yourself on the FROM: line of messages. For example:

```
MAIL> SET PERSONAL_NAME "Michael Moyers"  <Enter>
```

So the next time I send a message the receiver will see:

```
From:  ZODIAC::MOYERS    "Michael Moyers"
To:    User
CC:    MOYERS
Subj:  Test

Text....
```

3.3 MAIL DIRECTORY

All your messages are stored in your VAX root directory. These files have long names ending with .MAI. One way to organize data and keep down the number of files in your root directory is to setup a MAIL DIRECTORY. To do this type:

MAIL> **SET MAIL_DIRECTORY [.MAIL]** <Enter>

This will create a MAIL.DIR and move all mail related files to this directory. Some messages will be displayed on the screen in the process. This does not change the operation of the mail system in anyway, except when COMPRESSing, see section 3.5.

See HELP, section 1.1, for more detailed information.

3.4 FOLDERS

MAIL and NEWMAIL are examples of FOLDERS. To keep mail messages sorted, use the move command. For instance, you might want to keep all mail about RLIN in a folder named RLIN. To MOVE a memo to a folder, first read part or all of the message then type:

MAIL> **MOVE FOLDERNAME** <Enter>

If the folder does not exist it will be created. To see a list of folders type:

MAIL> **DIR /FOLDERS** <Enter>

To switch to a specific folder type:

MAIL> **DIR FOLDERNAME** <Enter>

OR

MAIL> **SELECT FOLDERNAME** <Enter>

To delete a folder, delete or move everything from the folder. The folder will automatically be erased. See HELP, section 1.1, for more detailed information.

3.5 COMPRESS

It's a good idea to COMPRESS after you've used your account and deleted messages. COMPRESS recovers some space that is being help up due to the deletion process. To compress this data COMPRESS must create a copy of your messages, therefor after COMPRESSING you will have to delete the duplicate copy. To COMPRESS type:

MAIL> **COMPRESS** <Enter>

When this is done exit mail and type:

***NOTE:** If a mail directory has been created, see section 3.3, type:*

$ SET DEFAULT [USERNAME.MAIL] <Enter>

$ DEL MAIL.OLD

***NOTE:** If a mail directory has been created, see section 3.3, type:*

$ SET DEFAULT [USERNAME] <Enter>

3.6 SIGNATURE FILE

A signature file is a file that gets appended to the end of every message. This file could be your PLAN.TXT file which might contain; Name, Address, Bitnet Address, Phone numbers, and Quotes. To create this file see section 2.2. To do this enter the following line in your LOGIN.COM, see section 2.2.2.

$ DEFINE MAIL$EDIT_SIGNATURE SYS$LOGIN:PLAN.TXT

If your LOGIN.COM starts mail, the above line must be before the line that starts mail.

3.7 PURGE

The syntax for files on the VAX is; FILENAME.EXTENSION;VERSION. So anytime a file is updated the old version is unchanged and a new version is created. To retain the most current and delete the older versions type:

$ PURGE <Enter>

APPENDIX A: COPYING LOGIN.COM AND EMACS.RC

This manual assumes you have copied **LOGIN.COM** and **EMACS.RC** in to your VAX directory. These files set necessary parameters for using a full screen editor, MicroEmacs, when sending mail. This does not mean MicroEmacs has to be used; it is an option. See Appendix B.

These commands are typed from the **$** prompt.

- To copy LOGIN.COM, type:

```
$ COPY [MOYERS]NEWUSER.COM LOGIN.COM
```

OR make sure your LOGIN.COM contains the following lines (see section 2.2.2):

```
$ SET TERM /DEV=VT100
$ DEFINE TERM "VT100"
$ DEFINE MAIL$EDIT LCL$SYSTEM:MAILUEMACS.COM
$ M:==MAIL
$ ME:==MAIL/E
```

NOTE: The next 3 lines are only to Pause after the NEWS screen, then clear the screen.

```
$ INQUIRE ANS "PRESS RETURN TO CONTINUE"
$ CLEAR
$ DEFINE /USER_MODE SYS$INPUT SYS$COMMAND
```

- To copy EMACS.RC, type:

```
$ COPY [MOYERS]EMACS.RC *
```

APPENDIX B: LINE EDITOR VS. MICROEMACS

The default is a Line Editor. This means that once the cursor has been advanced to the next line, the previous line can not be edited. You must also hit Enter before the cursor gets to the end of the screen; it does not wrap to the next line. If you don't hit Enter, your message won't get sent.

The way Mail is started determines which editor is the default. If the Line Editor is the default, MircoEmacs can still be selected. If MicroEmacs is the default, the Line Editor can not be used.

- To select the Line Editor as the default, type:

    $ **MAIL** <Enter>

  To use the Line Editor, type:

    MAIL> **SEND**

  OR To use MicroEmacs, type:

    MAIL> **SEND/EDIT** or **SEND/E** or **S/E**

- To select MicroEmacs as the default, type:

    $ **MAIL/EDIT** or **MAIL/E** or **ME**

This way anytime you send a memo, by typing **SEND** or **MAIL**, MicroEmacs will start. There is no way to use the Line Editor at this point.

APPENDIX C: MAIL COMMAND SUMMARY (MAIL> prompt)

DIR	To see a numbered list of messages and subjects
DIR MAIL	To see a list of previously read mail which is undeleted
DIR NEWMAIL	To see a list of new mail
DIR WASTEBASKET	To see a list of deleted message during your current session
ENTER or READ	To read a message
#	To read a specific message number in your directory
READ/NEW	To read a newly received message while logged on. Pressing the enter or return key will default to reading new messages.
REPLY or R	To reply to a currently read message
REPLY/C or R/C	To reply to message and also send CCs
REPLY/SELF	To reply and send yourself a copy
REPLY/EXT	To include the current message (extract) and append a reply.
DEL or D	To delete the message just read
DEL #	To delete a specific message
DEL #-#	To delete a range of message numbers
DEL/ALL	To delete all messages
SEND or S	To create a message to send
CRTL x CRTL c	To cancel a message once you've started entering text
CRTL c	To cancel a message before you've entered text
SEND/C	To send a message and be prompted for CCs
SEND/SELF	To send a message and copy yourself
FORWARD or FOR	To forward a message to another bitnet account
FORWARD/EDIT	To edit and forward a message
FORWARD/C	To forward a message and be prompted for CCs
HELP	To receive a list of all help topics available. If topics are known they can be chained together i.e. HELP MAIL or HELP MOVE
EXIT or E	To leave the Mail Program and return to the standard $ prompt on the VAX. This will erase all deleted mail from the wastebasket.
QUIT or Q	To leave the Mail Program and return to the standard $ prompt <u>without removing deleted messages from the wastebasket.</u>
SET CC_PROMPT	To set a cc prompt to appear whenever you send mail
SET NOCC_PROMPT	To turnoff the CC prompt
CTRL-L	Clears the incoming mail notification off the screen (ie refreshes the screen image) while editing text

APPENDIX D: ADDRESSING MAIL

On the Same Machine or VAX Cluster at Rutgers

- Library accounts are on the VAX (Zodiac, Pisces, Cancer) Cluster
- Accounts or addresses are usually just the persons last name except when the name already exists on the cluster, in which case, it's usually the first initial and the last name.
- Many accounts can be listed in the To: or CC: of the message separated by a space
- A distribution list can be setup in your VAX directory which then can be used to automatically send to a group of accounts. The document name would be the address to use when sending mail. See PCWG example below. This will automatically send the message to all names listed in a file named PCWG. The file name must be preceded by @.

Examples:

```
TO:   Ginder                          (single person)
TO:   Moyers Mstorer Polach        (multiple people)
TO:   @PCWG.          (distribution list called PCWG)
TO:   @PCWG.DIS       (If an extension is used)
```

On a Different Machine or Outside Rutgers

- To send a message to a user on another machine or outside Rutgers, you must know the user account, host (node) and in some cases the domain. This information separated by an @ sign, enclosed in quotes and prefaced by Bitnet% for Bitnet accounts or IN% when sending to Internet accounts.

Generic format:

```
TO:   bitnet%"user@host.domain"
TO:   IN%"user@host.domain"
```

Examples:

The basic format of a Bitnet message sent to another node (host):

```
TO:   bitnet%"GINDER@ZODIAC"
                  ^      ^
              (user) (node)
```

A message sent to an RLIN account through Bitnet:

```
TO:   bitnet%"bl.ric@rlg"
                ^    ^
          (account) (node)
```

A message sent to another institution through Bitnet:

```
TO:   bitnet%"waibling@USCVM"
TO:   bitnet%"larsen@umdc"
```

A message sent through the Internet to Ron Larsen:

```
TO:   IN%"rlarsen@libr.umd.edu"
```

APPENDIX E: VAX COMMAND SUMMARY ($ prompt)

DIR	To see a list of files in your VAX account
TYPE name.ext/p	This will type the entire file on the screen and pause on full screens
FINGER	To see who else is logged onto their account and when they last read their mail.
FINGER user	To see a specific user and when they last read their mail.
HELP	To receive a list of available programs on the VAX. Help commands or topics include: HELP FINGER HELP PHONE HELP RPRINT
DIR DOC	To see a list of documentation available on the VAX. To view a document in the list: TYPE/P DOC:filename.ext
ME	To return to the Mail Program from the $ prompt, with the full screen editor.
MAIL	To return to the Mail Program without the full screen editor.
CRTL c	To cancel an activity
SET PASSword	To set your password which must be changed every 6 months (6 characters minimum and 30 maximum)
SHOW QUOTA	To see your disk space allocation and how much is in use.
SHOW NETWORK	To see the hosts or networks at Rutgers
SHOW USERS	To see a list of users logged on
LOGOFF	To logoff the Vax and return to the network prompt

APPENDIX F: CREATING A PLAN FILE

A Plan File should be created for all account holders. This file is used when people do the finger command on your account. It usually lists your name, title, address/location, and phone extension. To create this file, leave the mail program and go to the VAX $ prompt. At this point type:

$ UEMACS PLAN.TXT (this will start MicroEmacs editor and create a file in your account named Plan.TXT)

When a blank screen appears type your information, for example:

Bernice Ginder
Director, Library Automation
Rutgers University Libraries
Technical and Automated Services
Busch Campus, Piscataway

932-5908

Hit **Esc** then **Z** to quit and save

Now try the finger command on your account

$ finger ginder

This plan.txt file will now appear in your VAX directory.

APPENDIX G: MICROEMACS COMMAND SUMMARY

UEMACS

Key_Bindings (Bound Commands)

Default Key Bindings for MicroEmacs 3.7

^A	Goto beginning of line		
^B	Move backward by character	ESC-B	Move backward by word
^C	Insert space	ESC-C	Capitalize word
^D	Forward delete by character	ESC-D	Forward delete by word
^E	Goto end of line		
^F	Move forward by character	ESC-F	Move forward by word
^G	Cancel command	ESC-G	Goto a line
^H	Backward delete		
^I	Insert tab/Set tab stops		
^J	Insert <CR><LF> and indent		
^K	Forward delete by line	ESC-K	Bind key to function
^L	Refresh the screen	ESC-L	Lower case word
^N	Move forward by line	ESC-N	Goto end of paragraph
^O	Open up a blank line		
^P	Move backward by line	ESC-P	Goto beginning of paragraph
^Q	Insert literal	ESC-Q	Fill current paragraph
^R	Backward search	ESC-R	Search and replace
^S	Forward search		
^T	Transpose characters		
^U	Repeat command four times	ESC-U	Upper case word
^V	Move forward by page	ESC-V	Move backward by page
^W	Delete region	ESC-W	Copy region to kill buffer
^Y	Yank from kill buffer	ESC-X	Execute named command
^Z	Move backward by page	ESC-Z	Save all buffers and exit

ESC-^C	Count words in region	ESC-~.	Unmark current buffer
ESC-^H	Delete backward by word	ESC-!	Reposition window
ESC-^K	Unbind Key from function	ESC-<	Move to start of buffer
ESC-^L	Reposition window	ESC->	Move to end of buffer
ESC-^M	Delete global mode	ESC-.	Set mark
ESC-^N	Rename current buffer	ESC-space	Set mark
ESC-^V	Scroll next window down		
ESC-^W	Delete Paragraph	DEL	Delete backward by character
ESC-^Z	Scroll next window up		

^X?	Describe a key	^X!	Run 1 command in a subjob
^X=	Show the cursor position	^X@	Pipe DOS command to buffer
^X^	Enlarge display window	^X#	Filter buffer thru DOS filter
^X0	Delete current window	^X(	Begin macro recording
^X1	Delete other windows	^X)	End macro recording
^X2	Split current window		
^X^B	Display buffer list	^XB	Switch a window to a buffer
^X^C	Exit MicroEmacs	^XC	Start a new command processor

		^XD	Suspend MicroEmacs (BSD 4.2 only)
		^XE	Execute macro
^X^F	Find file	^XF	Set fill column
^X^I	Insert file		
		^XK	Delete buffer
^X^L	Lower case region		
^X^N	Move window down	^XN	Rename current filename
^X^O	Delete blank lines	^XO	Move to next window
^X^P	Move window up	^XP	Move to previous window
^X^R	Read file	^XR	Incremental reverse search
^X^S	Save current file	^XS	Incremental forward search
^X^U	Upper case region		
^X^V	View file		
^X^W	Write file	^XW	Resize window
^X^X	Swap "." and mark	^XX	Use next buffer
^X^Z	Shrink window	^XZ	Enlarge window